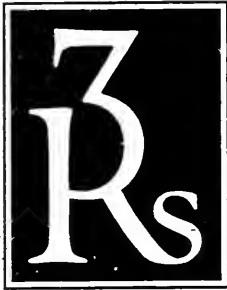


A Guide to Source Separation of Recyclable Materials and Leaf and Yard Waste Systems for Municipalities

As Required Under Ontario Regulation 101/94.



Ministry of Environment and Energy



A Guide to Source Separation of Recyclable Materials and Leaf and Yard Waste Systems for Municipalities

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Ministry of Environment and Energy

To obtain copies of this or other guides to the 3Rs Regulations, telephone, write or fax:

3Rs Regulations
Ministry of Environment and Energy
135 St. Clair Avenue West, 2nd floor
Toronto, Ontario M4V 1P5


Tel: 1-800-565-4923
(416) 323-4321
Fax: (416) 323-4564

The ministry welcomes comments on the guides. Please submit them to the above address.

Questions regarding the regulations should be directed to the ministry's Waste Reduction Office in Toronto at (416) 325-4440, or to a Ministry of Environment and Energy Regional or District Office listed in Appendix A.

Copies of Regulation 101/94 are available from Publications Ontario at 1-800-668-9938 or 326-5300 in Toronto.

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PREFACE

This guide is one of a series to help waste generators, packagers, municipalities and recycling site operators understand and comply with the requirements of the 3Rs Regulations that became law March 3, 1994.

The regulations are an integral part of Ontario's Waste Reduction Action Plan, announced in February 1991 by the Minister of Environment and Energy. The plan is aimed at reducing the amount of waste going to disposal by at least 50 per cent by the year 2000 compared to the base year of 1987.

Ontario will achieve this goal with a strategy based on the 3Rs — reduction, reuse and recycling.

The 3Rs Regulations are designed to ensure that industrial, commercial and institutional (IC&I) sectors, as well as municipalities, develop programs to reduce the amount of valuable resources going to disposal.

The five new regulations, made under the *Environmental Protection Act*, are:

Ontario Regulation 101/94: Recycling and Composting of Municipal Waste

Ontario Regulation 102/94: Waste Audits and Waste Reduction Workplans

Ontario Regulation 103/94: Industrial, Commercial and Institutional Source Separation Programs

Ontario Regulation 104/94: Packaging Audits and Packaging Reduction Workplans

Ontario Regulation 105/94: Definitions (Amendments to Regulation 347)

This guide will help designated municipalities comply with the requirements for source separation, home composting and leaf and yard waste programs as required under Regulation 101/94. For a legal interpretation of requirements, refer to the Official Regulation.

The other guides in this series are:

- *A Guide to Source Separation of Recyclable Materials for Industrial, Commercial and Institutional Sectors and Multi-Unit Residential Buildings as Required Under Ontario Regulation 103/94*
- *A Guide to Approvals for Recycling Sites, Leaf and Yard Waste Composting Sites and Compost Use as Required Under Ontario Regulation 101/94*
- *A Guide to Waste Audits and Reduction Workplans for Industrial, Commercial and Institutional Sectors as Required Under Ontario Regulation 102/94*
- *A Guide to Waste Audits and Reduction Workplans for Construction and Demolition Projects as Required Under Ontario Regulation 102/94*
- *A Guide to Packaging Audits and Reduction Workplans as Required Under Ontario Regulation 104/94*

Ontario's Waste Reduction Target

The Government of Ontario has established a target to decrease the amount of waste going to disposal by at least 50 per cent by the year 2000 compared to the base year of 1987. This is a *provincial* target that applies to the total amount of non-hazardous solid waste generated in Ontario from all sources. While this target is not a legal requirement for individual municipalities and IC&I establishments under the 3Rs Regulations, many have voluntarily adopted it, and some have set an even higher waste reduction target.

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Municipal Waste Diversion Annual Report

1.0 INTRODUCTION

Part II of Ontario Regulation 101/94 specifies two types of programs which must be implemented by local municipalities with populations of 5,000 or more:

1. A Blue Box Waste Management System for the source separation of recyclable materials.
2. A Leaf and Yard Waste System for home composting and the collection and composting of leaf and yard materials.

The regulation specifies what materials are to be collected and the minimum collection and handling requirements for these systems.

1.1 Compliance Deadlines

The deadlines to comply with these programs differ for municipalities in Northern and Southern Ontario. See Table 1.

The regulation defines Northern Ontario as *the Regional Municipality of Sudbury, and the territorial districts of Algoma, Cochrane, Kenora, Manitoulin, Nipissing, Parry Sound, Rainy River, Sudbury, Timiskaming, and Thunder Bay.*

Table 1: Compliance Deadlines for Municipalities

Region	Blue Box System	Leaf and Yard Waste System
Southern Ontario Northern Ontario	January 1, 1995 July 1, 1996 (July 1, 1995**)	January 1, 1995 July 1, 1995

** A compliance date of July 1, 1995 applies to municipalities in Northern Ontario which have a population of less than 15,000 and have implemented a "reasonably convenient" recycling program. This conditional deadline is explained in more detail in Section 2.4.1.

2.0

BLUE BOX WASTE MANAGEMENT SYSTEM

Regulation 101/94 requires source separation of specific materials to be conducted through a "Blue Box Waste Management System". The system must collect, handle and process recyclable materials, and make reasonable efforts to ensure these materials are used.

Source separation makes materials, which might otherwise be disposed as municipal waste, available to secondary material markets. The municipalities which must implement the Blue Box Waste Management System represent large waste generators whose programs will make significant impacts on waste diversion.

Municipal Waste

The term municipal waste is used to distinguish non-hazardous waste from other classes of waste; it does not imply ownership or control of the waste by a municipality.

Regulation 101/94 uses the same definition as Regulation 347. Municipal waste means:

- a) any waste, whether or not it is owned, controlled or managed by a municipality, except,
 - (i) hazardous waste,
 - (ii) liquid industrial waste, or
 - (iii) gaseous waste, and
- b) solid fuel, whether or not it is waste, that is derived in whole or in part from the waste included in clause (a)

The materials that have been designated for source separation represent a component of the waste stream that can be readily diverted from disposal to secondary material markets. Currently, markets exist for a wide variety of secondary materials, and additional markets and applications are emerging.

2.1 Who Is Affected

A Blue Box Waste Management System is required for all local municipalities with populations of 5,000 or more which provide collection or disposal services for municipal waste. Municipality means an incorporated city, town, village, and township as defined in the *Municipal Act*.

Populations are based on the definition in the *Municipal Act* which is *the population as determined by the last preceding census taken under the authority of the Parliament of Canada, or under a by-law of the council, or by the last preceding municipal enumeration by the assessor, whichever is the latest, or by such means as the Ontario Municipal Board may direct.*

2.2 Service to Multi-Unit Residential Buildings

If the municipality collects garbage from a multi-unit residential building, then the municipality must also collect recyclable materials from that building. Any communications, such as those promoting the Blue Box program, must be provided to the building owner (or the Condominium Corporation in the case of a condominium building). If the building owner intends to use the municipality's Blue Box program, then it is the owner's responsibility to ensure that residents are notified of the Blue Box program requirements.

Regulation 103/94 requires that the owner of a building that contains six or more dwelling units implement a source separation program for the waste generated at the building. The owner must include the same materials as those collected in the municipal program. The owner can arrange for service to be provided by the local municipality or privately.

Multi-unit residential buildings include public or privately owned condominiums, apartment buildings and co-operative apartments. They do not include institutions that provide medical care or prisons.

2.3 Mandatory Materials to be Source Separated

Regulation 101/94 uses the term “Blue Box waste”¹ for materials which the municipality must include in its source separation program. Blue Box waste is any waste listed in Schedule 1 of Regulation 101/94.

Schedule 1 consists of two parts: “Basic Blue Box Waste” and “Supplementary Blue Box Waste” (see Appendix B). The basic list identifies those materials which are most commonly recycled through residential recycling programs. The supplementary list contains materials which are recyclable but are not as common in residential recycling programs.

Municipalities must collect:

- all Basic Blue Box Waste categories, and
- at least two categories of materials from the Supplementary Blue Box Waste list.

These categories are the baseline materials which must be included in the program to comply with Regulation 101/94. The items listed are very specific to make it easier for a municipality to instruct its residents, as well as to know whether it is complying with the minimum requirements.

Municipalities are encouraged to add other materials to their source separation program in addition to the mandatory materials listed in Schedule 1 of Regulation 101/94. Some of these additional materials may be the same as the mandatory materials which IC&I establishments are required to source separate in Regulation 103/94. Materials from the other two schedules in Regulation 101/94 may also be included. Note that Schedule 3 wastes cannot be commingled. See Appendix B for a complete description of these scheduled materials.

The type of material handled by a source separation program will determine if the program requires waste management system approvals under the *Environmental Protection Act* (see section 2.6 of this guide).

¹ Blue Box waste falls under the “municipal waste” definition in Regulation 347 which refers to non-hazardous solid waste whether or not it is owned, controlled or managed by a municipality.

SOME HELPFUL REMINDERS...

- Ensure that the source separated waste meets the specifications of the intended receiver; ie. the recycling site, end user, manufacturer. The specifications may include the types of recyclable materials that can be commingled, allowable contamination limits, and storage methods. For example, specifications may require that glass be sorted by colour.
 - Reduce the amount of contaminants in the source separated waste through an effective public education program. Contamination of the materials in storage areas can also be reduced by posting signs and by restricting entrance.
 - Minimize the prolonged storage of the materials. Materials that are aged may not be suitable for recycling. As well, some materials, such as plastics and papers, will degrade under lengthy exposure to sunlight and moisture.
 - Comingle materials only if necessary to solve storage problems. Avoid the commingling of incompatible waste materials. For example, coloured and clear glass may be impossible to sort. Commingling of various materials may also reduce their value to prospective buyers.
-

2.4 Requirements

The regulation specifies minimum Blue Box program requirements for materials collection, transportation, processing, marketing, communicating to the public, and reporting. These are detailed in Sections 2.4.1 through 2.4.6.

2.4.1 Collection

The municipality must provide residents, including those living in apartment buildings, access to recycling services equivalent to garbage disposal services.

If curbside garbage collection is provided, then collection of recyclables must be provided at curbside. If garbage is accepted at depots, then recyclable materials must be accepted at depots. The municipality may supplement the required depot collection services with curbside collection, if it chooses.

Where the municipality collects Blue Box materials at the curbside, a minimum curbside pick-up frequency must be maintained. This frequency must be at least half the frequency of garbage pick-up. For example, if garbage collection is once per week, then Blue Box pick-up must be at least once every two weeks. If garbage is collected twice per week, then recyclable materials must be collected at least once per week.

Northern Ontario municipalities with populations under 15,000.

Instead of providing a curbside recycling service to match curbside garbage collection, these municipalities may implement a reasonably convenient system, such as depots, provided they do so before July 1, 1995. If a depot system has not been implemented by July 1, 1995, then by July 1, 1996 the municipality must provide a curbside system.

In addition to collecting from the sources that generate waste, the municipality must accept Blue Box materials wherever garbage can be dropped-off. Municipally-operated waste disposal sites that accept garbage from householders, must also allow residents to bring their Blue Box materials. At these sites, the Blue Box materials must be properly collected, handled, and stored prior to transfer. Containers must be provided at these sites into which Blue Box materials can be deposited and the containers must be of sufficient size to handle the expected amounts of materials.

A municipality is not required to provide containers to individual householders for curbside Blue Box collection. Also, municipal litter receptacles are not considered to be points where Blue Box materials need to be accepted.

The Blue Box collection system must have the capacity to handle all the material quantities which can be anticipated through the program. This includes using sufficient equipment and staff resources to service the population and handle the amounts of materials collected.

2.4.2 Transportation

The collected or accepted Blue Box materials must be transported to a Municipal Waste Recycling Site, an end user or distributor, or a waste disposal site operating under a Certificate of Approval. It is the municipality's responsibility to ensure that the materials are delivered to these destinations.

2.4.3 Services of a Recycling Site

The collected materials must be processed at a recycling site. The recycling site need not be owned by the municipality. However, it needs to be able to handle all the types and amounts of materials that are delivered by the municipality.

2.4.4 Use of Materials

The municipality must make all reasonable efforts to direct the recyclable materials to secondary material markets. These efforts include the sourcing of recyclable material users and contacting brokers, waste exchanges, associations, and other secondary material markets. Appendix C provides sources of additional information on markets.

The municipality should obtain assurance from the intended user that materials are put to good use. This can be through agreements that describe how the materials are processed and to which markets they are sent.

2.4.5 Communications

The municipality must supply information about the performance of the Blue Box system and instructions on its effective use to all users of the program.

Performance information includes diversion rates of waste — which can be calculated from the annual reports (see 2.4.6) submitted to the ministry. Other system performance information includes the level of community participation, the addition of new materials, and the overall waste reduction achieved. This type of information promotes public participation in the program.

Information on effective source separation should ensure that residents put only Blue Box materials into the system. The public should be told which materials are accepted and which are not and how the materials must be prepared. Information should also include where, and how often, materials are collected.

Whatever method is used to communicate the information (e.g. newspaper advertising, news releases or brochure distribution), it must reach all residents served by the Blue Box program or those who could potentially be served.

2.4.6 Annual Report

The municipality must provide an annual report to the ministry before June 1 of each following year. This report must include the name of the municipality, the types and quantities of materials collected, and a description of information provided to residents.

A sample standard annual report form and instructions on completing it are supplied in this guide. The municipality can select another format to supply the necessary information provided all information prescribed in the standard report is included.

If the municipality owns a Municipal Waste Recycling Site, then an annual report must also be completed for that site. Refer to *A Guide to Approvals for Recycling Sites, Leaf and Yard Waste Composting Sites and Compost Use* for more information.

2.5 Wastes Exempted from the Environmental Protection Act, Part V

Under specific conditions, waste materials may be exempt from Part V (Waste Management) of the *Environmental Protection Act* and Regulation 347 (General Waste Management). Exempt waste includes waste materials from Regulation 101/94, Schedules 1, 2, or 3 that are not commingled with other materials or waste, and that is transferred by a waste generator and destined for a site that uses the material. For example:

- aluminum beverage cans sent to an aluminum processing plant for use at the plant
- glass containers sent to a glass manufacturing plant for use at the plant

Note that a waste cannot be exempt if it is sent to a site that will use it in a combustion process or for land application.

For more information about exempted wastes see Regulation 347 and *A Guide to Approvals for Recycling Sites, Leaf and Yard Waste Composting Sites and Compost Use*.

2.6 Blue Box Waste Management Systems Exempted from Approvals

The *Environmental Protection Act*, sections 27 and 41, require that facilities used for waste management purposes, including a Blue Box Waste Management System, have a Certificate of Approval from the ministry. Under Regulation 101/94, however, mandatory Blue Box Waste Management Systems are exempt from this approval requirement.

A Blue Box Waste Management System not mandated by Regulation 101/94, such as one operated by a municipality under 5,000 population, is also exempt from Sections 27 and 41 of the Act. In this case, the system must accept all Basic Blue Box Wastes, and comply with the requirements described in Sections 2.4.2 to 2.4.5 of this guide.

In addition, a waste management system is exempted from approval requirements if it is used only to collect or accept source separated waste listed in Schedule 1, 2 or 3 of Regulation 101/94 and to transport the source separated waste to a Municipal Waste Recycling Site (defined in Regulation 101/94, Part IV).

Schedules 1, 2 and 3 are also designed to work with other aspects of the 3Rs Regulations such as the streamlined approvals process. To be eligible for the streamlined approvals process, recycling sites can only accept wastes which are listed on one of these schedules. See *A Guide to Approvals for Recycling Sites, Leaf and Yard Waste Composting Sites and Compost Use* for more information about this topic.

See Appendix B for a complete description of the schedules.

3.0

LEAF AND YARD WASTE SYSTEM

Regulation 101/94 requires municipalities to implement a Leaf and Yard Waste System which includes home composting, collection or acceptance of leaf and yard waste, composting of leaf and yard waste and reasonable efforts to use the resultant compost.

Information on approvals and operation of central composting sites is contained in *A Guide to Approvals for Recycling Sites, Leaf and Yard Waste Composting Sites and Compost Use*.

3.1 Who Is Affected

All local municipalities with populations over 5,000 must provide home composters to residents along with information on their use.

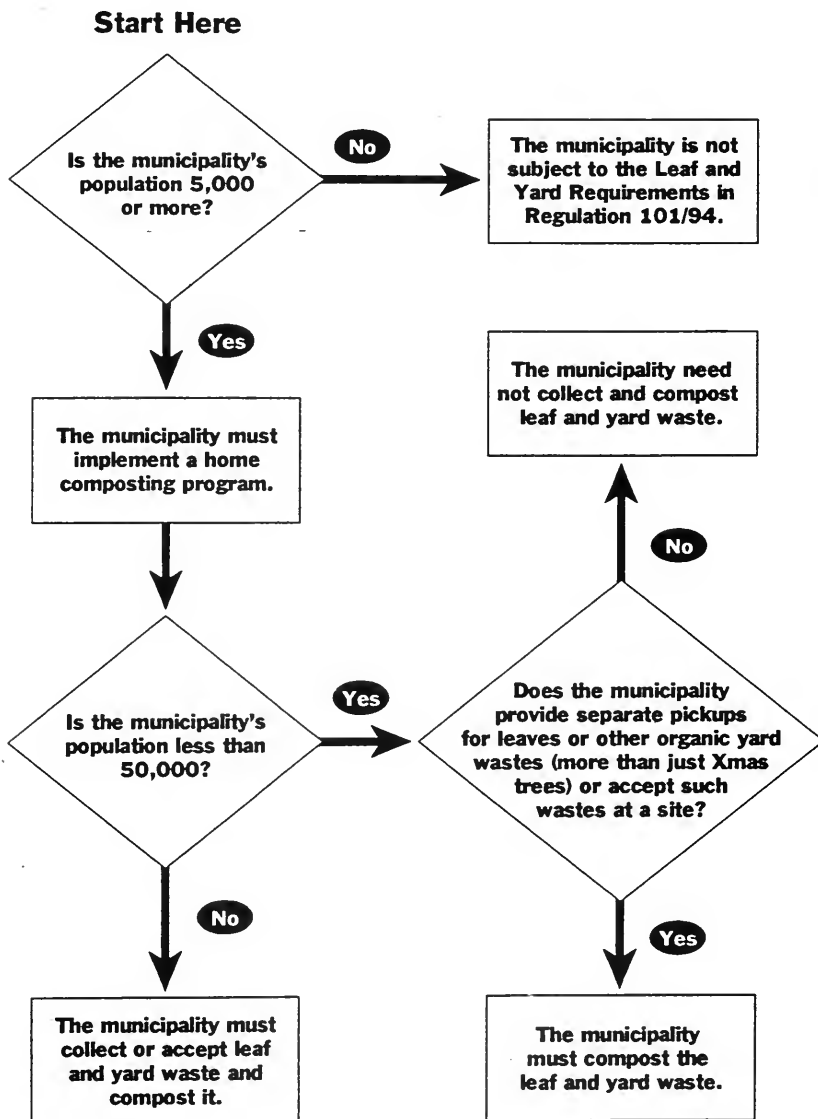
Local municipalities with populations of 5,000 or more that collect or accept leaf and yard waste, separated from other garbage at the source, must implement a Leaf and Yard Waste System.

Municipalities with populations of 50,000 or more must implement a Leaf and Yard Waste System whether these materials are currently collected separately or not. Figure 1 will help you determine which part of the Leaf and Yard Waste System your municipality must implement.

3.2 Requirements

The regulation specifies minimum Leaf and Yard Waste System requirements with which municipalities must comply. These requirements deal with home composting, leaf and yard waste collection, material use, communicating to the public and reporting. The following sections explain the requirements.

Figure 1: How to Determine Which Parts of the Leaf and Yard Waste System Requirements Apply to a Municipality



3.2.1 Home Composting

Home composters must be made available to residents by the municipality at cost or less. The municipality must publicize the availability of home composters, explain their proper installation and use, and encourage home composting. Appendix C lists sources of additional information on how a home composting program can be operated.

3.2.2 Leaf and Yard Waste Collection

If municipalities with a population between 5,000 and 50,000 have a program to collect or accept source separated leaf and yard waste, then the remaining regulatory requirements related to composting, communications, capacity and reporting come into effect. Municipalities which choose to have only a collection program for Christmas trees do not become subject to this part of the regulation. Municipalities with a population over 50,000 must implement a collection and composting program.

The collection or acceptance of leaf and yard materials must be reasonably accessible to the residents served. For example, depots must be within a reasonable distance from residents. The method used — whether regular curbside collection, drop-off depots, collection on request, or some other method — is up to the municipality. This provides the flexibility of service necessary due to the seasonal nature of these materials and to account for local circumstances.

3.2.3 Allowable Uses for Materials Collected or Accepted

The materials that are collected or accepted through the Leaf and Yard Waste System can only be composted or applied directly to land.

The materials can be sent for composting to a Leaf and Yard Waste Composting Site as defined in the regulation and operating under the streamlined approvals process; or to a composting site with a certificate of approval or provisional certificate of approval under Section 27 of the *Environmental Protection Act*.

Materials collected or accepted in the Leaf and Yard Waste System can be applied directly to land. In this case, approvals from the ministry are required for the site where the materials will be applied. These approvals requirements are described in *A Guide to Approvals for Recycling Sites, Leaf and Yard Waste Composting Sites and Compost Use*.

3.2.4 Communications

The municipality must promote public awareness and understanding of the program.

Information may include when and where materials are collected and composted, diversion rates (which can be calculated from the annual reports submitted to the ministry), the level of community participation, and the overall waste reduction achieved.

Information on effective source separation should instruct residents to put only leaf and yard materials into the system, and it should define these materials and describe how they must be prepared.

Whatever method is used to communicate program information (e.g. newspaper advertising, news releases or brochures) must be capable of reaching all residents served by the program or those who could potentially be served.

3.2.5 Use of Compost

The municipality must make all reasonable effort to direct the compost produced from the leaf and yard waste for use as a soil conditioner. These efforts include the sourcing of compost markets by contacting distributors, parks and recreation departments, associations, and other compost users. Appendix C provides sources of additional information on markets.

The municipality should obtain reasonable assurance from the intended user or the person to whom leaf and yard waste is sent that the compost is put to good use. This can be through agreements that describe how the compost is used and to which markets it is sent.

Compost use requirements are explained in more detail in *A Guide to Approvals for Recycling Sites, Leaf and Yard Waste Composting Sites and Compost Use*.

3.2.6 System Capacity

The system must be designed to handle the quantities and types of leaf and yard waste that are anticipated. For example, a depot must have containers that are large enough to receive and hold the materials.

3.2.7 Annual Report

The municipality must submit an annual report on the operation of the system to the ministry on or before June 1 of each year.

A sample standard report form for the annual report and instructions on completing it are supplied in this guide. This form combines the information required for the Leaf and Yard Waste System and the Blue Box Waste Management System. Additional forms are available from the ministry's Regional and District Offices. The municipality can select another format, but all information in the standard report must be included.

3.3 Leaf and Yard Waste Systems Exempted from Approvals

The *Environmental Protection Act*, sections 27 and 41, requires that systems used for waste management purposes, which would include a Leaf and Yard Waste System, have a certificate of approval from the ministry. Under Regulation 101/94, however, mandatory Leaf and Yard Waste Systems are exempt from this approval requirement.

In addition, a waste management system, whether mandated or not by Regulation 101/94, is exempt from approval requirements if it is used only to collect or accept source separated leaf and yard waste listed in Schedule 2 of Regulation 101/94 and to transport the leaf and yard waste to a Municipal Waste Recycling Site as defined in Regulation 101/94, Part IV.

To be eligible for the streamlined approvals process, Leaf and Yard Waste Composting sites can only accept leaf and yard waste listed on Schedule 2. See *A Guide to Approvals for Recycling Sites, Leaf and Yard Waste Composting Sites and Compost Use* for more information about this topic.

A Leaf and Yard Waste System not mandated by Regulation 101/94, such as one operated by a municipality under 5,000 people, is also exempt from Sections 27 and 41 of the Act. In this case, the system must comply with the requirements described in Sections 3.2.3 to 3.2.6 of this guide.

APPENDIX A

Ministry of Environment and Energy – Regional and District Offices

Central Region

Halton - Peel District Office
1235 Trafalgar Road, #401
Oakville, ON L6H 3P1
Tel. #: (905) 844-5747
Fax #: (905) 842-1750

Toronto Regional and York -
Durham District Offices
7 Overlea Blvd., 4th Floor
Toronto, ON M4H 1A8
Tel. #: (416) 424-3000
Fax #: (416) 325-6345

West Central

Cambridge District Office
P.O. Box 219
320 Pinebush Road
Cambridge, ON N1R 5T8
Tel. #: (519) 622-8121
Fax #: (519) 622-3119

Hamilton District Office
Box 2112
119 King St. West, 12th floor
Hamilton, ON L8N 3Z9
Tel. #: (905) 521-7650
Fax #: (905) 521-7806

Welland District Office
637-641 Niagara Street North
Welland, ON L3C 1L9
Tel. #: (905) 384-9845
Fax #: (905) 735-0574

Mid-Ontario Region

Barrie District Office
54 Cedar Point Drive, Unit 1203
Barrie, ON L4N 5R7
Tel. #: (705) 726-1730
Fax #: (705) 726-5100

Muskoka Haliburton District Office
483 Bethune Drive
Gravenhurst, ON P0C 1G0
Tel. #: (705) 687-6647
Fax #: (705) 687-3715

North Bay District Office
Northgate Plaza
1500 Fisher Street
North Bay, ON P1B 2H3
Tel. #: (705) 476-1001
Fax #: (705) 476-0207

Sudbury District Office
199-Larch Street, 11th Floor
Sudbury, ON P3E 5P9
Tel. #: (705) 675-4501
Fax #: (705) 675-4180

Southeastern Region

Belleville District Office
470 Dundas Street East
Belleville, ON K6H 1C1
Tel. #: (613) 962-9208
Fax #: (613) 962-6809

Cornwall District Office
205 Amelia Street
Cornwall, ON K6H 3P3
Tel. #: (613) 933-7402
Fax #: (613) 933-6402

Kingston District Office
133 Dalton Street
Kingston, ON K7K 6C2
Tel. #: (613) 549-4000
Fax #: (613) 548-6920

Ottawa District Office
2435 Holly Lane
Ottawa, ON K1V 7P2
Tel. #: (613) 521-3450
Fax #: (613) 521-5437

Peterborough District Office
1477 Lansdowne Street West
Peterborough, ON K9J 7M3
Tel. #: (705) 743-2972
Fax #: (705) 748-4192

Southwestern Region

London Regional Office
985 Adelaide Street South
London, ON N6E 1V3
Tel. #: (519) 661-2200
Fax #: (519) 661-1742

Owen Sound District Office
1180 - 20th Street East
Owen Sound, ON N4K 6H6
Tel. #: (519) 371-2901
Fax #: (519) 371-2905

Sarnia Area Office
265 Front Street North, #109
Sarnia, ON N7T 7X1
Tel. #: (519) 336-4030
Fax #: (519) 336-4280

Windsor District Office
250 Windsor Avenue, 6th floor
Windsor, ON N6A 6V9
Tel. #: (519) 254-2546
Fax #: (519) 254-5894

Northern Region

Kenora District Office
P.O. Box 5150
808 Robertson Street
Kenora, ON P9N 1X9
Tel. #: (807) 468-2718
Fax #: (807) 468-2735

Sault Ste. Marie District Office
747 Queen Street
Sault Ste. Marie, ON P6A 2A8
Tel. #: (705) 949-4640
Fax #: (705) 945-6868

Thunder Bay Regional Office
P.O. Box 5000
435 James Street South, 3rd Floor
Thunder Bay, ON P7C 5G6
Tel. #: (807) 475-1205
Fax #: (807) 475-1754

Timmins District Office
83 Algonquin Blvd. West
Timmins, ON P4N 2R4
Tel. #: (705) 268-3222
Fax #: (705) 264-7336

APPENDIX B

Description of Materials Eligible to be Included in Source Separation Programs

REGULATION 101/94, SCHEDULE 1: BLUE BOX WASTE

This schedule lists materials which must be included in a municipality's Blue Box program. Some of the materials listed in the schedule in Regulation 3 for IC&I sectors may be identical to a material listed in Schedule 1.

Basic Blue Box Waste

Regulation 101/94 requires that municipalities with populations of 5,000 or more must collect all materials listed in the Basic Blue Box Waste list.

- Aluminum food or beverage cans (including cans made primarily of aluminum).
- Glass bottles and jars for food or beverages.
- Newsprint means newspapers, flyers and other publications made from newsprint.
- Polyethylene terephthalate bottles for food or beverages (including bottles made primarily of polyethylene terephthalate).
- Steel food or beverage cans (including cans made primarily of steel).

Supplementary Blue Box Waste

Regulation 101/94 requires that municipalities with populations of 5,000 or more must collect at least two materials from the Supplementary Blue Box Waste list.

- Aluminum foil (including items made from aluminum foil) means food wrap, food packaging and kitchenware such as pie plates made from a thin sheet of aluminum.
- Boxboard and paperboard means packaging such as boxes and cartons made from a thick sheet of paper formed from one or more layers of paper fibre.
- Cardboard (corrugated) means packaging such as boxes and cartons made from a fluted (corrugated) paper glued between two paperboard sheets.

- Expanded polystyrene food or beverage containers and packing materials. Examples include cups, plates and foam meat trays and materials used to protect goods during shipment.
- Fine paper means sheets, envelopes or other paper products made of various types of paper other than newsprint and used for printing, writing, photocopying, computer printout and other similar purposes.
- Magazines.
- Paper cups and plates.
- Plastic film,
 - i) linear low density and low density polyethylene grocery bags or bags used for food or beverages. Examples include grocery carry-out sacks, bags for bread and produce and milk pouches.
 - ii) linear low density or low density polyethylene used for wrapping products. Examples include overwrap for paper towels or disposable diapers.
- Rigid plastic containers,
 - i) high density polyethylene bottles used for food, beverages, toiletries or household cleaners (including bottles made primarily of high density polyethylene). Examples of products packaged in high density polyethylene are margarine, milk, water, juice, bleach, detergents and fabric softeners.
 - ii) polystyrene containers used for food or beverages (including containers made primarily of polystyrene). Examples of products packaged in polystyrene are yogurt, cookies, muffins, and carry-out foods and beverages.
- Telephone directories.
- Textiles (not including fiberglass or carpet) such as clothing, towels and drapes.
- Food or beverage polycoat paperboard containers made primarily of paperboard coated with low density polyethylene or aluminum. Examples include aseptic drink boxes used for juice or fruit drinks and gable-top milk cartons.

REGULATION 101/94, SCHEDULE 2: RECYCLABLE WASTE OTHER THAN BLUE BOX WASTE

Schedule 2 lists broad material categories which encompass other wastes that may be source separated. For example, polypropylene, which is not designated for source separation in any sector, would be included in the plastic category listed in Schedule 2.

- Glass means general purpose glass packaging products that can be recycled in glass furnaces to make glass containers such as bottles, jars and jugs used for foods, beverages, toiletries, cosmetics, pharmaceutical or other products. Glass also includes non-container glass wastes generated by manufacturers in the making of products such as windows.
- Leather.
- Leaf and yard waste means leaves, grass clippings, tree and shrub trimmings, fruits and vegetables from gardens, flowers, natural Christmas trees (evergreens) and similar organic plant materials generated from gardening and yard maintenance activities at residential and other properties. Tree limbs or other tree parts may be included in leaf and yard waste but only if they are under 7 centimetres in diameter. Large tree limbs would be included in the wood category in schedule 3 as would lumber or other items manufactured from wood. No other organic wastes are included in the leaf and yard waste category. For example food wastes from a kitchen, food service operation, food processing facility or food handling operation are not included in the leaf and yard waste category.
- Metal includes items made from steel, aluminum, copper, nickel, and other metals and their alloys. Examples include food and beverage containers, scrap metal, machinery parts, pipe, cable and fencing. Many of the different types of recyclable metals are described in the Ferrous Metals and Non-ferrous Metals guides available through the Canadian Association of Recycling Industries.
- Paper. Different grades of recyclable paper are listed in the Paper Stock guide available through the Canadian Association of Recycling Industries.
- Plastic. Many common consumer plastics are identified by a coding system developed by the Society of the Plastics Industry (SPI). The plastic category does not include rubber products.
- Textiles such as clothing, drapes, or carpets.
- White goods are large household appliances such as refrigerators, freezers, stoves, ovens, clothes washers and dryers, and dishwashers.

REGULATION 101/94, SCHEDULE 3: RECYCLABLE WASTE OTHER THAN BLUE BOX WASTE THAT CANNOT BE COMMINGLED

Schedule 3 lists materials which must not be commingled. These materials typically come from a construction or demolition project.

- Brick and Portland cement concrete means building materials made from clay or cement used in industrial, commercial, institutional or residential construction. The bricks and concrete must not contain hazardous materials such as asbestos, waste oils, or toxic paint residue.
- Drywall (unpainted) means unpainted gypsum board used in industrial, commercial, institutional or residential construction. Drywall wastes include end cuts or broken pieces from construction projects or reject material at drywall manufacturing plants.
- Wood (not including painted or treated wood or laminated wood) means manufactured wood products including lumber, mouldings, chips, sawdust, shavings, pallets, skids, crates, furniture frames and similar items that are not painted, treated with preservatives or laminated items such as countertops. This category also includes tree trunks and branches.

REGULATION 103/94, SCHEDULE: OTHER WASTES TO BE PROVIDED FOR IN SOURCE SEPARATION PROGRAMS

Designated for Construction and Demolition Projects and Manufacturing Establishments

- Steel means any items made of ferrous or ferrous alloys. Examples include scrap or trim from steel parts, nails or wires, or large items such as industrial piping or machinery. Other examples are food and beverage containers, tools or fencing.

Designated for Manufacturing Establishments

- Aluminum means any items made primarily from aluminum. Examples include aluminum foil, scrap or trim aluminum from parts, siding for houses, ladders, lawn furniture or tools.
- Polyethylene (high density) jugs, pails, crates, totes and drums. This does not include empty containers that fall under the definition of hazardous waste.
- Polyethylene (linear low density and low density) film. This includes film wrap used for packaging and transportation.
- Polystyrene (expanded) foam. This includes polystyrene foam used as protective packaging.
- Polystyrene trays, reels and spools. Trays are thin rigid containers for parts or consumer goods, the same as or similar to those used to package flowers and plants. Typical applications are in the horticulture business, electronic assembly operations, and consumer products displays. Reels and spools are cylindrical devices on which audio and video tapes are wound, as well as films (photographic and or plastic film wrapping), wire products, fibres, and adhesive and other thin gauge tapes.

APPENDIX C

Additional Sources of Information

Associations

Association of Municipal Recycling
Coordinators
25 Douglas Street
Guelph, Ontario N1H 2S7
(519) 823-1990

Environment & Plastics Institute
of Canada
1262 Don Mills Road, Suite 104
Don Mills, Ontario M3B 2W7
(416) 449-3444

"How to implement a Plastics
Recycling Program"

Canadian Polystyrene Recycling
Association
7595 Tranmere Drive
Mississauga, Ontario L5S 1L4
(905) 612-8290

Canadian Pulp and Paper Association
Sun Life Building, 19th Floor
1155 Metcalfe Street
Montreal, Quebec N3B 4T6
(514) 866-6621

Canadian Standards Association
178 Rexdale Boulevard
Rexdale, Ontario M9W 1R3
(416) 747-4000

Canadian Steel Can Recycling Council
P.O. Box 2460
Hamilton, Ontario L8N 3J5
(905) 548-4523

Composting Council of Canada
275 MacLaren Street, Ste. 3-Q
Ottawa, Ontario K2P 0L9
Tel: (613) 238-4014
Fax: (613) 230-4143

Ontario Multi-Material Recycling
Institute (OMMRI)
26 Wellington Street East, Suite 601
Toronto, Ontario M5E 1S2
Tel: (416) 594-3456
Fax: (416) 594-3463

Standards Council of Canada
350 Sparks Street, Suite 1200
Ottawa, Ontario K1P 6N7
(800) 267-8220

United States

American Paper Institute
260 Madison Avenue
New York, NY 10016
(212) 340-0600

American Society for Testing &
Materials (ASTM)
1916 Race Street
Philadelphia, PA 19103-1187
Tel: (215) 299-5400
Fax: (215) 977-9679

Institute of Scrap Recycling
Industries (ISRI)
1325 G St. NW #1000
Washington, DC 20005
(202) 466-4050

Society of the Plastics Industry (SPI)
1275 K St. NW, #400
Washington DC 20005
(202) 371-5200

Steel Can Recycling Institute
Foster Plaza 10
680 Andersen Drive
Pittsburgh, PA 15220
(412) 922-2772

Recycling Markets Information

Environment & Plastics Institute
of Canada
1262 Don Mills Road, Suite 104
Don Mills, Ontario M3B 2W7
(416) 449-3444
Plastics Recycling Directory of Canada

Canadian Association of
Recycling Industries
50 Gervais Drive, Suite 502
Don Mills, Ontario M3C 1Z3
(416) 510-1244

Canadian Recyclers Directory
Recoup Publishing Ltd.
P.O. Box 100
Chesterfield, Ontario K0C 1H0
(613) 448-2383

Municipality of Metropolitan Toronto
Metro Works Department
439 University Avenue
Toronto, Ontario M5G 1Y8
(416) 392-4200

Ontario Management Board Secretariat
Green Workplace Program
900 Bay Street, Room M2-59
Macdonald Block
Toronto, Ontario M7A 1N3
(416) 327-3777

Ontario (and Canadian) Waste
Materials Exchanges
Ortech International
2395 Speakman Drive
Mississauga, Ontario L5K 1B3
(905) 822-4111

Recycling Council of Ontario
489 College St. # 504
Toronto, Ontario M6G 1A5
(416) 960-0938
1-800-263-2849

The Regional Municipality
of Hamilton-Wentworth
119 King Street West, 15th Floor
P.O. Box 910
Hamilton, Ontario L8N 4T9
(905) 546-4417

The Regional Municipality of Peel
10 Peel Centre Drive
Brampton, Ontario L6T 4B9
(905) 791-9400

The Regional Municipality of Waterloo
Marsland Centre
Waterloo, Ontario N2J 4G7
(519) 747-5010/1/2

United States

American Recycling Market Directory
Recoup
P.O. Box 577
Ogdensburg, N.Y. 13669

Northeast Industrial Waste Exchange
90 Presidential Plaza, Suite 122
Syracuse, N.Y. 13202
(315) 422-6572

Municipal Waste Diversion Annual Report

As required by Ontario Regulation 101

Send to: Director
Waste Reduction Office
40 St. Clair Avenue West, 7th floor
Toronto, Ontario M4V 1M2

Reporting period		From	Month	Year	To	Month	Year
Name of municipality					Telephone No.		
Mailing address					Postal code		
Name of contact person					Telephone No.		
Population	Do you have a home composting program?		Number of composters provided		Waste quantity disposed		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No			Tonnes (A)		
Do you provide the Blue Box Program for residents receiving garbage collection? <input type="checkbox"/> Yes <input type="checkbox"/> No							

Total leaf and yard material collected/accepted	Tonnes
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Material composted*	Collection method and frequency	Tonnes
Leaf and yard material composted		
Leaf and yard material directly applied to land		
Other organic material composted		
Total		(B)

Source-separated basic blue box material*	Collection method and frequency	Tonnes
Newsprint		
Glass food and beverage containers		
Steel food and beverage containers		
Aluminum food and beverage containers		
Polyethylene Terephthalate (PET) food and beverage containers		
Total		(C)

Source-separated supplementary blue box material (Minimum of 2 required)*	Collection method and frequency	Tonnes
Other (specify)		
Total		(D)

* Attach copy of communications package sent to residents for these programs.

I hereby certify that the information provided is complete and correct. Signature of authorized official Position title Date		Total material source separated/collected (C + D = E)	Tonnes (E)
		Total waste quantity diverted (B + E = F)	Tonnes (F)
		Total waste quantity generated (A + F = G)	Tonnes (G)

MUNICIPAL WASTE DIVERSION ANNUAL REPORT INSTRUCTIONS

- **Mailing Address** of the municipality. This address corresponds to the location where the authorized person certifying this report may be contacted.
- **Site address** a where collected materials are delivered or processed. If more than one site is used, provide the address of the additional site(s), on a separate sheet.
- **Name of person to contact in case of emergency** is a municipal staff member who is responsible for the 3Rs programs.
- **Population** of the municipality as reported for the Ministry of Municipal Affairs.
- **Number of composters** provided during the calendar year of the report.
- **Information Supplied** to participants about the municipal 3Rs programs, e.g., rules to provide home composters, composting information, information on leaf and yard waste collection and composting, information on blue box system, system performance, source separation encouragement.
- **A** Total amount of waste collected through the municipal waste management system and disposed at a waste disposal site, such as, a landfill or incinerator.
- **B** Total amount of leaf and yard waste composted and acceptable with the "Interim Guidelines for the Production and use of Aerobic Compost in Ontario", 1991 or applied to land, and other organic wastes composted.
- **C** Total amount of basic blue box materials collected.
- **D** Total amount of supplementary blue box waste collected and any other source separated materials collected from Schedules 2 or 3 in Ontario Regulation —.
- **E** Calculate the total amount of materials recycled.
- **F** Calculate the total amount of materials diverted (recycled plus composted).
- **G** Calculate the total amount of waste generated by the municipality.
- **Collection method** - list depot, curbside or other (specify). For curbside pick-up, list the frequency of collection, e.g., twice a week, every two weeks.

